

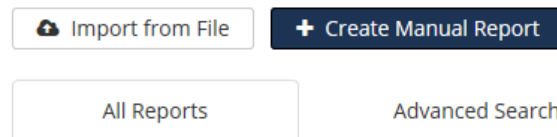
HRS Pro Instructions

HRS Pro is a vendor offering unclaimed property reporting software. Below are instructions on reporting unclaimed property to the State of Iowa Treasurer's Office using HRS Pro. The Standard Edition is free.

Visit the [HRS Pro website](#) to register and download.

1. Click on **Register – Free**.
 - a. There is no free desktop version. If you need to host the application and data or report 100 or more properties, select **Register – Enterprise**, which will have a cost. Otherwise, select the standard version.
2. On the Register for the Free Edition page, enter the user's contact information and click **Register**.
3. The user will be emailed a registration confirmation link. Click on the link and log in.
4. The user will be taken to an **Add Holder** page. Enter the information of the entity reporting the funds to the State Treasurer's Office. This information will be included in the reporting to the State Treasurer's Office. Once complete, click **Save**.
5. At the top of the page, click **Reports**. Enter report content by selecting **Import from File** or **Create Manual Report**.

REPORTS



Import from File

1. Click on **Import from File**. A new page will open. At the top of the page, click **Download Excel Template**.
2. Next, save the template.
3. Open the file and paste the property and owner information to the applicable columns. Do not alter the columns in the template, as it will not import properly. There is an informative tab on the template labeled **Comments & Instructions** for help on the file.
4. The mandatory columns are highlighted in yellow. Providing more information will increase the likelihood the property is returned to the rightful owner.
 - a. **Column B** Property Type - The Iowa property type code best describing the funds (or safekeeping contents) being reported. View a detailed [Property Type Codes and their Iowa Codes \(PDF\)](#) listing at [GreatIowaTreasureHunt.gov](#).
 - b. **Column Y** Owner1 Relationship - Explains who Owner1 is to the property being reported. The most common relationship is Sole Owner, meaning one amount is owed to one person. View a detailed [Owner Relationship Codes and Definitions \(PDF\)](#) listing at [GreatIowaTreasureHunt.gov](#).

- c. **Column Z Owner 1 Type** - Three options: 3(All Other), 5(Aggregate) and 9(Unknown Owner). If you know the name of the owner, you will choose 3(All Other). This will be the most common selection.
5. Once completed, save the spreadsheet. Next, click on **Browse**, locate the file and click **Open**. If you are preparing the report for the November 1, 2021 due date, this is considered a 2022 report. Select **Iowa** as the Default State, and then click on **Begin Import**.
 - a. You will receive a success message if the file uploaded properly.
 - b. If it was not successful, the error message indicates where the error resides. You will need to fix the error and try again.
6. The newly created report is on the same screen where the success message is located. Select **View** and move to the **Report Details** section of the instructions on page three of this document.

Manually

1. Click on **Create Manual Report**.
2. Enter the year the report is representing. The State Treasurer's Office works in the State's fiscal year. If preparing the reporting for the November 1, 2021 due date, this is considered a 2022 report.
3. Select **Iowa** and update the contact information. This will be for the individual the State Treasurer's Office may contact for any future questions regarding the report. Checking **Negative Report** indicates there is no property to report. Iowa does not require negative reports but will accept them. The status will be in progress at these initial stages. Click **Save Report**.
4. Select **+ Add Owner Property**. A box will pop up called *Add New Property*. Select **Property Status**. Options are Reportable, Refunded (Pre Report) and Non-Reportable.
 - a. If you are beginning the process, everything will be Reportable.
 - b. Refunded and Non-Reportable are options to come back into the software and mark owners after due diligence letters have gone out and contact has been reestablished.
 - c. By marking a property as Refunded or Non-Reportable, the property will not be listed on the report submitted to the State Treasurer's Office.
 - d. View a detailed [Property Type Codes and their Iowa Codes \(PDF\)](#) listing at GreatIowaTreasureHunt.gov.
 - e. Choose the appropriate **Property Type** from the drop-down menu. Select **Add Owner Property**.
5. Under **Edit Property**, enter the account number, check number and any additional comments if applicable to the property. The **Last Activity Date** is a required field.
 - a. Providing as much information as possible will increase the likelihood the property is returned to the rightful owner.
 - b. Do not enter all zeros instead of completing a section (examples: phone numbers, dates or Social Security numbers). These will cause the report to be rejected by the State Treasurer's Office. If you do not have the information, leave it blank.

6. To add the funds, click **+Add Cash**. A new box will pop up. Enter the cash and any additions/deductions that were applied to the specific property. Once complete, click **Save Cash**.
 - a. If applicable, click on **+Add Shares** or **+Add Tangible** and enter the requested information in the **Shares** or **Tangible** box and save.
7. Click on **+Add New Owner**. A box will appear asking what the relation of this particular owner is to the property.
 - a. There are three options for **Owner Type**: All Other, Aggregate and Unknown Owner. If you know the name of the owner, choose All Other. This will be the most common selection.
 - b. Next, select the appropriate relationship to First Owner from the drop down. The most common relationship is Sole Owner - one amount owed to one person. View a detailed [Owner Relationship Codes and Definitions \(PDF\)](#) listing at GreatIowaTreasureHunt.gov. Click **Continue**.
 - c. The next screen is Add Owner. Enter all the information from your records regarding the owner; click **Save**.
 - d. The next screen will provide all of the information added to this particular property. If you need to add another owner to these funds, click **+Add New Owner** under the **Owners** section. To move on to the next property, click **+Add Property** and repeat steps 4 - 7.
8. Once you have entered all properties and the owners, click on **Back to Report Details**, or click **Report Details**.

Report Details

1. **Generate Forms** – print due diligence letters and labels. Print the paper copy of the report for your files and print the coversheet to send with remittance. This is the first option on the drop down under **Generate Forms**.
 - a. Submitting a paper report is not required.
2. **Export** – Excel spreadsheets and .CSV files. (Note: these are only available to Enterprise users, not Standard users.)
3. **Download NAUPA File** – this will create the file required to submit to the State Treasurer’s Office.
 - a. Click on this option and a download progress window will generate.
 - b. Click **Download** and another box will pop up with the name of the file created and file location.
 - c. Click **Complete Report** button.
 - i. Locate the NAUPA file on your computer (this is the file that you just created and downloaded).
 - ii. Go to the State Treasurer’s Great Iowa Treasure Hunt website to [Upload a Report](#).
 - iii. Click **Upload a Report**; enter your business information and click **Next**.

- iv. On the next screen, click **Add Document** and locate the file. Click **Open** and then **Next**.
- v. The next screen provides an overview of what is submitting and requests an electronic signature. Once verified, select **Submit**.
- vi. If the file is successfully uploaded, a success message will be received.
- vii. The NAUPA file is required for electronic reporting. If a paper report is submitted, but not the electronic NAUPA file, the reported will be rejected.

Remittance Information

<https://www.greatiowatreasurehunt.gov/app/payment-instructions>

Contact Information

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